

DEPARTMENT OF THE INTERIOR
MINERALS MANAGEMENT SERVICE MANUAL

TRANSMITTAL SHEET


Release No. 177

August 16, 1990

SUBJECT: Administrative Series
Part 380 Records Management
Chapter 1 Program Elements and Responsibilities

EXPLANATION OF MATERIAL TRANSMITTED:

This chapter prescribes the program policy, elements, objectives, and responsibilities for the Minerals Management Service Records Management Program.


for Director

FILING INSTRUCTIONS:

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OPR: Records and Mail Management Section
Support Services Branch
Financial and Support Services Division
Office of Administration

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1. Purpose. This chapter prescribes and establishes the program policy, elements, objectives, and responsibilities for the Minerals Management Service (MMS) Records Management Program. As used in this chapter, "Records Management" is synonymous with "Paperwork Management" and "Information Management."

2. Objectives. The two basic objectives of the Records Management Program are:

A. To ensure that all program elements are conducted in the most efficient, effective, and economical manner.

B. To ensure compliance with all statutory and regulatory requirements.

3. Authority.

A. 44 U.S.C. 3101-3103 (Records Management by Federal Agencies).

B. 41 CFR 201-22, Records Management Programs.

C. 41 CFR 201-45, Management of Records.

D. 36 CFR 1220, Federal Records, General.

E. Departmental Manual (380 DM 1 and 2).

4. Definitions. See MMSM 380.2-H, Chapter 1.

5. Policy. To establish and maintain an active and continuing program for the economical and effective management of the creation, storage, maintenance, use, preservation, and disposition of all MMS records.

6. Program Elements. The Records Management Program is composed of the following basic elements:

A. Records Creation: directives, reports, forms, correspondence, and files.

B. Records Operations: records maintenance, use, and disposition; vital records; equipment; and supplies.

C. Records Technology Applications: microform, optical disk, electronic records, word processing, etc.

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7. Responsibilities.

A. All Associate, Deputy Associate, and Regional Directors, the Chiefs of the Offices of Congressional and Legislative Affairs, Public Affairs, and Equal Employment Opportunity, and the Administrative Service Center Managers are responsible within their respective areas of responsibility for:

(1) Implementing the Records Management Program as established in this chapter.

(2) Appointing Records Officers to manage the elements of the program.

B. The Deputy Associate Director for Administration has general oversight responsibility for the MMS Records Management Program, and will:

(1) Ensure development and execution of an effective MMS-wide Records Management Program comprising the elements in paragraph 6.

(2) Appoint a Records Manager with responsibility for development and execution of the MMS-wide Records Management Program.

(3) Ensure MMS compliance with statutory, regulatory, and Department requirements and standards in records management.

(4) Cooperate and coordinate with other Bureaus and the Office of the Secretary in the conduct of the Department Records Management Program.

C. The Records Manager will:

(1) Develop and establish MMS goals, policies, standards, procedures, and criteria for the conduct of the program consistent with those established by the Department, General Services Administration (GSA), National Archives and Records Administration (NARA), or Office of Management and Budget.

(2) Promote effective organization and operation of the program throughout the MMS.

(3) Monitor Records Management Program execution MMS-wide and advise and assist in program improvement efforts.

(4) Act as liaison with the Department, GSA, and NARA on all elements and aspects of the program.

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(5) Represent the MMS on task forces, committees, meetings, or other related activities affecting the Government-wide Records Management Program.

(6) Develop a Records Management Program action plan for each fiscal year to serve as the basis from which program progress can be evaluated.

(7) Coordinate Records Management Program evaluations conducted by the Department, the GSA, or the NARA and undertake followup action to ensure implementation of recommendations.

D. Records Officers will ensure the economical and effective management of the creation, maintenance, use, preservation, and disposition of all MMS records in accordance with this chapter and the Records Management Handbook (MMSM 380.2-H).

E. File Custodians will ensure compliance with this chapter and the Records Management Handbook when creating, filing, and disposing of records.

F. All Employees will ensure compliance with this chapter and the Records Management Handbook in creating, maintaining, and disposing of records.

8. MMS Records Management Forum.

A. Membership. Membership of the forum will consist of MMS records management personnel (Records Manager and Officers).

B. Mission. The mission of the forum is to provide a means for the exchange of information and viewpoints on the development and execution of the Records Management Program and to facilitate the resolution of technical and operational problems that may arise in that process.

C. Operations. The forum will convene annually or, as needed, on the call of the Records Manager. The forum may establish task groups or committees and may conduct seminars, workshops, or other activities, as deemed necessary. The forum will have no policy or operational authority but may make recommendations on the Records Management Program to the Records Manager.